

CITY OF SAN ANTONIO, TEXAS



INVITES YOUR INTEREST IN THE
POSITION OF

CITY INTERNAL AUDITOR

THE COMMUNITY

Once a small settlement founded by Spanish missionaries in the early 1700's, San Antonio has grown into one of the country's major metropolitan centers. Its historic roots are the foundation for a city that today is rapidly moving forward in the 21st century. Located approximately 140 miles north of the Gulf of Mexico in south central Texas and a stone's throw from the state capital in Austin and an afternoon drive from Dallas, Houston, and Mexico, the City of San Antonio is one of the fastest growing regions in the state. With a population of more than 1.2 million, San Antonio is the eighth largest city in the U.S. and the second largest city in Texas. Over the past decade, its population had grown at an annual rate of almost two percent and is expected to continue at that rate. According to the 2000 Census, San Antonio's population is 58.7% Hispanic, 31.8% Anglo, and an African American population of almost 7 percent.

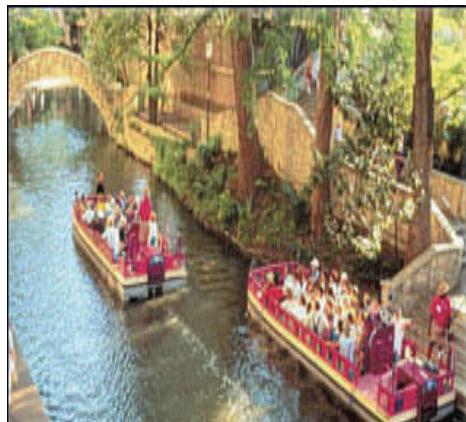
Geographically, the City of San Antonio's incorporated area covers more than 400 square miles. San Antonio enjoys a subtropical climate with an average temperature of 70 degrees and evening temperatures dipping below freezing only about 20 days each winter. Moderate temperatures and exciting activities available in the City make San Antonio a popular tourist destination.

San Antonio residents enjoy one of the nation's most attractive and affordable lifestyles. Its cost of living is typically 10% to 15% below the national average and is consistently ranked among the lowest of major U.S. cities while home prices are among the most affordable in the country. Sixteen public independent school districts serve the San Antonio area and over 100 private and 50 parochial schools are available as well as eight accredited universities and four community colleges.

One word describes the local economy—diverse. San Antonio is anchored by several key industries and is targeting other emerging industries to drive the city's economic future. An excellent mix of health care, biotechnology and research; product development, systems integration and telecommunications; information security; military/government; higher education; finance industry; and a convention and tourism industry which attracts more than 20 million visitors annually. San Antonio will soon have a Toyota Tundra Truck plant, scheduled to open in September 2006 with the creation of 2,000 well-paying direct jobs and the Professional Golfers Association is slated to develop a world class 'PGA Village' golf resort by the year 2009.

Some of the major attractions located in the downtown area include the Alamo, La Villita, El Mercado (Mexican Market), and the Tower of the Americas. Attractions located just a short drive from downtown include the Missions National Historical Park, San Antonio Zoo and the Japanese Sunken Gardens to name just a few. Within the cultural districts, the city enjoys two impressive art museums including the McNay Art Museum and the San Antonio Museum of Art. The Guadalupe Cultural Arts Center provides a venue for Hispanic artists of literacy, dance, music and drama; and the Blue Star Art's Complex provides a variety of venues for local and international artists. The Carver Community Cultural Center mounts a stellar season with an accent on African-American artists. The Majestic Theatre downtown is a historical setting, built in 1929, and serves as the permanent home of the San Antonio Symphony.

The famed "Paseo de Rio" or River Walk is nestled among the busy metropolitan downtown area. Located 20 feet below street level, the cobblestone and flagstone paths border both sides of the San Antonio River as



it winds its way through the middle of the business district. It stretches for approximately 2½ miles with sidewalk cafe's, specialty boutiques, nightclubs and gleaming high-rise hotels located along the River. River taxis offer visitors an exciting and informative tour and transportation to Rivercenter, a spectacular three-level glass shopping, dining and entertainment complex, and to the Henry B. Gonzalez Convention Center. Also located downtown is the famed Alamodome, once home to the 1999 NBA World Champion Spurs basketball team.



San Antonio is home to two major theme parks – Sea World of Texas, the world's largest marine life park, and Six Flags Fiesta, Texas, a park created around four themed areas.

THE ORGANIZATION

San Antonio has a City Council-City Manager form of government. City Council members are elected from 10 districts and the Mayor is elected at-large. Council members serve two, two-year terms. The Council sets the policies for the city, and the City Manager serves as the chief executive officer. The City Manager appoints and removes all officials in executive positions of the City, with the exception of the City Clerk, City Auditor, Presiding Judge and Municipal Judges. The Executive Team consists of more than 30 Department Directors, two Deputy City Managers, four Assistant City Managers, and one Assistant to the City Manager.

The City of San Antonio's Adopted Consolidated Annual Budget for FY 2006 totals \$1.728 billion. The total number of authorized positions in FY 2006 for all funds including grants is 12,057. Of that total, 7,708 are General Fund positions (4,282 civilian and 2,044 uniform) and 918 positions are grant funded.

The budget addresses critical priority initiatives of the City Council. The City's strong economy is reflected in substantial growth in the tax base that continues providing added resources.

The FY 2006 through FY 2011 Capital Budget for the City of San Antonio totals \$1.067 billion. The FY 2006 Capital Budget is \$475.9 million. The six-year program represents the City's long-range physical infrastructure development program. The City of San Antonio is in strong financial condition as reflected in an AA+ rating from Standard and Poor's Rating Services, AA+ by Fitch Ratings, Inc., and Aa2 by Moody's Investors Service, Inc.

THE POSITION

The City Internal Auditor is appointed by, takes direction, and serves at the will and pleasure of the City Council. The City Internal Auditor is charged with conducting financial, fiscal compliance, and financial procedure audits of all city departments, offices, agencies and programs.

Understanding the Council-Manger form of government and the role of the City Manager as the chief executive officer of the City, the City Internal Auditor will develop and maintain effective working relationships with the City Manager and the City's Executive Team while identifying process and procedural improvements within the City's financial internal controls.

The Department of Internal Audit shall be under the direction of the City Internal Auditor. The City Internal Auditor assumes full management responsibility for all department services and activities, manages the development and implementation of department goals, objectives, policies, and priorities for each assigned service area.

The ideal candidate should have a broad perspective and knowledge of all areas of city management and internal and governmental auditing standards and procedures. The individual must be knowledgeable in public financial and fiscal theory, municipal accounting and auditing, public administration and the laws regulating and affecting city fiscal operations.

The successful candidate will be expected to perform complex and varied assignments requiring interpretation of technical and detailed guidelines, policies and procedures. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

The individual must be comfortable with all levels of interaction involving considerable explanation leading to decision, agreement or rejection on complex issues that require tactfulness and diplomacy.

The City Internal Auditor should have a proven record of achievement and demonstrate strong leadership skills that motivate and build high morale.

The selected individual should have considerable supervisory experience, be committed to professional development for staff and have a participative management style. The selected individual should also have excellent administrative skills, including report writing, planning, budget oversight, and program evaluation.



By its very nature, the position of City Internal Auditor for the City of San Antonio is a highly visible position in the community. The new City Auditor should have excellent communication skills and be a strong public speaker with the ability to communicate effectively with a diverse range of people.

THE CANDIDATE

The ideal candidate should possess a master's degree from an accredited college or university with major coursework in Accounting, Business Administration, Public Administration, Urban Studies, or a related field and eight (8) years of increasingly responsible professional experience involving internal auditing and accounting, financial procedure auditing, data analysis including four (4) years of administrative and supervisory responsibility. Candidate must be a Certified Public Accountant (CPA) and be registered with the State of Texas upon appointment.

THE COMPENSATION

Compensation shall be fixed by the City Council. In addition the City Internal Auditor receives an excellent package of employee benefits.

The package includes:

Retirement - City of San Antonio employees automatically become members of the Texas Municipal Retirement System (TMRS) on date of employment. Employee contribution is 6% and the City contributes 2-times employee contribution. Employees vest in TMRS after five (5) years of service.

Health Plans - The City offers very affordable health plans and pharmacy benefits that cover the employee and dependents as well as an HMO plan. Dental and vision coverage are also available.

Life Insurance - Basic life insurance benefits are free for City employees and are equivalent to each employee's annual salary. Additional term may be purchased.

Auto Allowance - Executives receive a monthly car allowance of \$400.

Cell Phone Allowance - Executives receive a monthly cell phone allowance of \$70.

Deferred Compensation - If contributing to a deferred compensation program offered by the City, ICMA-RC or Nationwide-RS, an employee may defer taxable wages up to the current maximum allowed by law.

TO APPLY

Individuals interested in applying for this position should send their letters of interest, resume, references, and salary requirements to the attention of:

City of San Antonio
Human Resources Department
ATTN: Margaret Gonzales, Executive Recruiter
P.O. Box 839966
San Antonio, Texas 78283-3966

The most qualified candidates will be invited to personal interviews with the City of San Antonio.

The City of San Antonio is an Equal Employment Opportunity-Affirmative Action Employer. All applications are subject to Texas Open Records Act.

Position will be **Open Until Filled**.

